

Checklist
Title I School Improvement
Parent Letter

Count District No. _____ School Name: _____

Reviewer: _____ Date: _____

Letter includes the following:

Year 1

- ☐ An explanation of what the identification means **and**
- ☐ An explanation of how the school their child attends compares to other elementary and secondary schools served by the District and the State in terms of the academic achievement of its students
- ☐ The reason(s) for the school being identified for improvement
- ☐ An explanation of how parents can become involved in addressing the academic issues that led to the identification
- ☐ An explanation of the parents' option to transfer their child to another school in the District that has not been identified for improvement.
 - ☐ Notification must provide parents with enough relevant information to help them decide what school is best for their child
 - ☐ At a minimum, the District must inform parents about the academic achievement level of students at the school or schools to which their child may transfer, but it may also choose to include other information, such as a description of special academic programs, facilities, before-or-after school programs, the professional qualification of teachers in the core academic subjects, or parent involvement opportunities.
 - ☐ The District must explain that it will provide their child with transportation to the schools that the District identifies as options

Year 2 (All of the above must be included in the Parent Notification PLUS the following)

- ☐ The availability of supplemental educational services for eligible children.
 - ☐ The District must provide the names of approved providers of services available within the District or within a reasonable distance of that area, along with a brief description of the services, qualifications, and demonstrated effectiveness of these providers.
 - ☐ The District must indicate in its notice to parents, which SES providers are able to serve LEP students and/or students with disabilities.
 - ☐ Districts must provide a minimum of two enrollment windows, at separate points during the school year.

When a school is identified for Title I school improvement...

- ☐ The District must publish and disseminate, to both parents and the public, information explaining:
 - ☐ What the school is doing to address the problem of low achievement
 - ☐ What the LEA or the SEA is doing to help the school address this problem.
- ☐ The District must display information regarding public school choice and SES on its Web site in a timely manner to ensure parents have current information.